RevCom Quick Tips
Directives Point of Contact (DPC)

Login	1. Go to **www.revcom.doe.gov** 2. Choose your RevCom installation and click on the link (Directives, Technical Standards, etc.) 3. Click on the **DPC**/Delegate button. 4. Enter your RevCom username and password (send e-mail to support@doxcelerate.com if you need a RevCom account).

Assign SMEs and Delegates	1. To add an SME or Delegate to your list of assignees, choose **Accounts** on the RevCom Menu and click on **Create User**.
	2. On the **Document List** screen, select the draft that you want to assign SMEs and/or Delegates to.
	3. Choose **Version** on the RevCom Menu and click on **Set Due Date** to *review* or *change* the default due date for your SMEs, Delegates, and reporting organizations that submit comments to you.
	4. Choose **Version** on the RevCom Menu and click on **Assign User**.
	   a. Select the **Group** or individual SMEs and/or Delegates that you wish to assign to this document.
	   b. Click on the **Assign** button.
	   c. To send an e-mail message to your assignees, click on the **Notify** button. You may add text to the e-mail message before sending.

Review the Draft and Make Your Comments	1. In the **Open for Comment** section, click on the title of the document you want to review.
	2. Use the **Section List** on the left side of the screen to view a section and make comments. Next to the title for each section, you will see the number of major and suggested comments that have been submitted to you from your SMEs and from other DPCs.
	3. To view the **full document**, click on the title of the document in the upper left portion of the screen.
	4. On the right side of the screen, click on an **Add Comment** button under the paragraph(s) or graphic for which you wish to add a comment.
	   a. Use the editing tools to make a comment or make changes to the text.
	   b. Use the C**opy Text** button to load the text from the paragraph above and make editorial and changes.
	   c. Type in any additional comments
	   d. Classify your comment as **Major** or **Suggested**.
	   e. Click on **Save** or **Cancel** when you're finished.
	5. Click on the **Add Comment** button for *each* comment – *don't put more than one comment in the comment entry box at a time.* Your DPC will review and the writer will respond to each of your comments individually.

Review Comments Submitted to You	1. Choose a section on the **Section List** where there is at least one comment (number of comments is indicated in brackets next to the section title).
	    a. Comments submitted by your SMEs and by your reporting organizations will be displayed in the body of the text.
	    b. Click the **check box** to **include** the comment in your comments package, or click **Edit** to edit the comment.
	    c. Comments *not* included by you will *not* be visible to the writer or to anyone outside of your organization.
	    d. Comments **recommended for inclusion** by one or more of your Delegates will have a **check mark** next to them.
	 2. Click on **Save Inclusions** at the bottom of the screen after you have finished reviewing comments in this section (you can always come back later and make changes).

Submit Your Comments Package	1. Click on the **Submit Comments** button near the top left of the screen or choose **Version** and click **Submit Package**.
	 2. On the **Submit Package** screen:
	    a. Enter the name of the **Approving Official** who approved the comments package.
	    b. Click **Your Comments** to submit your comments and any comments you included; or,
	    c. Click **Recommended Comments** to submit your comments and comments recommended for inclusion by your Delegate(s); or,
	    d. Click **All Comments** to submit your comments and *all* comments that have been submitted to you; or,
	    e. Click **No Comments** to *exclude* all comments submitted to you and submit a notice that your organization has no comments on the document.
	    f. Click **Notify** to notify your up-line DPC or the Writer that you have submitted your comments package.

Get **Reports**	1. Once you have selected the document to work on, choose the **Reports** menu on the RevCom Menu Bar.
	 2. Click on **Quick** to select from a list of standard reports.
	    a. <u>My Organization Comments</u> - Includes comments posted by you, your Delegates, and SMEs from your organization that you have included in the final comments package. Responses to comments will be listed once they have been posted by the Writer.
	    b. <u>All Comments </u>- All comments submitted in the final comments package by all organizations assigned to review this document. Responses to comments will be included once they have been posted by the Writer.
	 3. Click on **Custom** to build your own report.

Technical Support: 505-663-1302 or support@doxcelerate.com
Monday-Friday, 8:00 am – 8:00 pm (Eastern Time)
After hours, leave message.